



MERCER COUNTY ONE-STOP CAREER CENTER



QUESTIONS & ANSWERS WIOA IN-SCHOOL YOUTH RFP TECHNICAL ASSISTANCE WORKSHOP JULY 30, 2015

1. What is the definition of Administrative costs?
 - a. Administration is defined as the allocable portion of the costs for support services not related to the direct provision of workforce investment services (i.e. accounting, financial and cash management, personnel management and payroll, etc.)
2. Would a software program be considered an equipment purchase?
 - a. No, it would be purchased under instructional supplies. If you have students who are not WIOA funded also using the software you must prorate the cost charged to the One-Stop to reflect this.
3. Are College tours or tours to employer work sites allowable?
 - a. Yes these tours are allowable. For college tours, ensure that the tour schedule is appropriate i.e. do not schedule college tours in May/June after the college acceptance period is over. Purchasing bus tickets is also an allowable cost as long as it is not duplication, i.e. youth already receive bus passes from another source. When invoicing for bus tickets they must be identified with a certified youth.
4. Do you have a form for a budget modification?
 - a. Yes, you can contact Cathe Doolan at cdoolan@mercercounty.org and she will email it to you.
5. What are the performance measures for youth who are not ready to graduate?
 - a. WIOA eligibility for In-School Youth programs are for ages not less than 14 and older than 21. However, because of the new performance measures attainments, the focus of this RFP is on youth in their senior year of high school generally between the ages of 16-21.
6. Can the job developer who does the follow-up activities submit an invoice prior to doing the follow-up?
 - a. No, we do not pay for the follow-up year. In the follow-up years you are expected to contact the youth at a minimum a few times during the year through phone calls or letters, etc. to obtain updated information on their school/employment status. This is where adult mentoring could play a role.
7. How do you budget for the follow-up year after the contract has ended?
 - a. The follow-up is not labor intensive and we recommend you roll it into a staff position that does not end with this grant. There is no money tied to the follow-up year but the students attaining performance outcomes and the provider's cooperation will be considered in the prior performance category in future grant awards.

8. If an organization is awarded a contract but does not spend all of the grant money will it count against them?
 - a. No, there is no penalty for not using all of the grant money. While we encourage providers to use all of their funds it is not counted against them if they do not. The money will be returned to the One-Stop and will be reallocated to other projects.
9. You said that college tours are allowable but have to be provided in the fall and cannot be provided in the spring, can you explain that?
 - a. Yes, high school seniors would benefit with college tours in the fall because that is when they are generally researching colleges. By the spring most have already made their decisions.
10. What is considered documentation for entering post-secondary education?
 - a. Documentation proof can be the student's schedule, an official letter from the school, (not the acceptance letter), or documentation through the web based "National Student Clearinghouse".
11. What eligibility criteria can be used for a student who is not a high achiever, has behavioral issues, and has no Individual Employment Plan (IEP)?
 - a. You need to provide proof of an acceptable barrier: that they are basic skills deficient, or an English language learner, subject to the juvenile justice system, homeless, runaway, in the foster care system or has aged out, pregnant or parenting, have a disability, or requires additional assistance to enter or complete an educational program.
12. How do you document eligibility if the youth is not a citizen but has a tax ID number?
 - a. To receive WIOA services, participants must be citizens or nationals of the United States, lawfully admitted resident aliens, refugees, asylees and parolees and other immigrants authorized by the Attorney General to work in the United States. A listing of forms and documents to be utilized in determining eligibility will be in the Contracting Invoice Packet.
13. Can you explain the youth certification process?
 - a. The providers will be given a list of eligibility documents that are needed for certifying the youth. Using the Lower Living Income Standard Levels (LLSIL) guidelines documentation the provider will make a preliminary determination of eligibility. The provider will then work with the youth to gather all necessary documentation for certification. After all documentation is gathered the provider will call the One-Stop. The One-Stop staff will come to the program site, review all of the documentation and make the final determination whether the youth can or cannot be certified.
14. Does the student have to be present for certification?
 - a. Yes, they do but if the student is under the age of 18 they will have to take the forms home for parental signature.
15. In regards to the Statement of Ownership form in the County Certifications and Assurances, if our organization is not a corporation does it still need to be signed?
 - a. Yes, this form is required by the County and there is a place at the bottom for signature and a box to check off "not applicable".

16. Can a list of attendees be given out?

- a. Yes, the list is a part of this document and will be emailed to all workshop attendees. The list of attendees will be placed on the Mercer County website:

<http://nj.gov/counties/mercerc/commissions/investment/funding.html>

17. In the Narrative can you be more specific what is needed under the “past performance” category?

- a. You will need to list other recent grants your organization had that served this or a similar population. We expect you to give specific information on the outcomes. Do not make general statements i.e. served 10 youth and had successful outcomes. List how many youth were served, what outcomes were attained, did you meet your program goals, levels of service, etc.

**Attendance for July 30, 2015 Technical Assistance Workshop
PY 2015 WIOA In-School Youth Competitive Contracts**

Agency	Representative	Phone	E-Mail
African American Chamber of Commerce of NJ	James Logan	609 571-1620	jlogan@aaccnj.com
Arbor E&T/ResCare Workforce Services	Torrie Garvin	609 394-5700	tgarvin@rescare.com
First Child Services, REAL	Barbara Donahue	856 232-7325	bdonahue@realcenters.com
First Child Services, REAL	Susan Goldman	856 232-7325	sgoldman@realcenters.com
Isles, Inc.	Jean Shadow	609 341-4794	JShadow@isles.org
Mercer County Special Services School District	Anne Marie Nolan	609 588-8450	Annemarie_nolan@mcsssd.org
Mercer County Special Services School District	Liz Flynn	609 588-8423	Liz_Flynn@mcsssd.org
MECHA	Luisa Robinson	609 587-8800	lrobinson@njmecha.org
MECHA	Sam Tayebi	609 58708800	stayebi@njmecha.org
Mercer County Community College	Conena Francis Dufu	609 570-3153	franasc@mccc.edu
Mercer County Community College	Shakita Johnson	609 570-3164	johnsosh@mccc.edu
Mercer County Community College	Darius Dove	609 570-3164	doved@mccc.edu
Mercer Street Friends	Anniesha Walker	609 656-5204	awalker@mercerstreetfriends.org
New Life Health Care Agency/Academy, LLC	Samuel Taylor		staylor@newlifehealthagency.com